



IDAHO BUSINESS INTELLIGENCE SOLUTION

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# List of Query Subjects and Query Items

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# List of Query Subjects and Query Items

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## AGENCY

Query Item	Description
<b>AGENCY</b>	The official title of the agency as defined by Idaho Code.
<b>AGENCY CODE</b>	A three-digit number used to identify each individual state agency. (See STARS Descriptor <a href="#">D02</a> Table for a complete listing of Agency Codes.)
<b>BUDGET UNIT</b>	The title of the Budget Unit as defined by the agency.
<b>BUDGET UNIT CODE</b>	Four characters used to identify each agency's appropriation. Budget Unit codes are established by the Division of Financial Management and are statewide codes, for example, budget unit code AAAA can only be used by one agency. (See STARS Budget Unit Table <a href="#">20</a> for a complete listing of budget unit codes.)
<b>BUREAU</b>	The title of the bureau as defined by the agency.
<b>BUREAU CODE</b>	<p>A two-digit number used to identify each bureau within a division within an agency. (See STARS Descriptor <a href="#">D04</a> table for a complete listing of Bureau Codes.)</p> <p>If used, Bureau Codes are agency specific and must be associated with a division. For example, the State Controller's Office Bureau Code 26 could be Systems Administration under the Division of Statewide Accounting. Another agency could have a Bureau Code 26, but it would represent a bureau unique to them.</p>
<b>CITATION</b>	Ten characters referencing the Idaho Code section that originally established the appropriation.
<b>DIVISION</b>	The title of the division as defined by the agency.
<b>DIVISION CODE</b>	<p>A two-digit number used to identify each division within an agency. (See STARS Descriptor <a href="#">D03</a> table for a complete listing of Division Codes.)</p> <p>If used, Division Codes are agency specific. For example, the State Controller's Office division code 10 could be for Administration, where division code 10 for the Commission for the Blind and Visually Impaired could be their Rehabilitation Services Division.</p>
<b>INDEX CODE</b>	<p>Four characters used to identify the lowest organizational reporting category for an agency.</p> <p>Used as a coding reduction tool for data entry.</p> <p>Index codes can look up all of the previously defined structure so an agency does not need to data enter all of the codes.</p> <p>Index codes are required on most transactions that are processed in STARS.</p> <p>Index codes are agency specific. (See STARS Index Code Table <a href="#">24</a> for a complete listing of index codes.)</p>
<b>INDEX TITLE</b>	The title of the index as defined by the agency.
<b>SECTION</b>	The title of the section as defined by the agency.

## AGENCY

Query Item	Description
<b>SECTION CODE</b>	<p>A two-digit number used to identify each section within a bureau, within a division, within an agency. (See STARS Descriptor <a href="#">D05</a> table for a complete listing of Section Codes.)</p> <p>If used, Section Codes are agency specific and must be associated with a division and bureau. For example, the State Controller's Office Section Code 01 could be Reporting under the Reporting and Review Bureau within the Division of Statewide Accounting. Another agency could have a Section Code 01, but it would represent a section unique to them.</p>
<b>UNIT</b>	The title of the unit as defined by the agency.
<b>Unit Code</b>	<p>A two-digit number used to identify each unit within a section, within a bureau, within a division, within an agency. (See STARS Descriptor <a href="#">D06</a> table for a complete listing of Unit Codes.)</p> <p>If used, Unit Codes are agency specific and must be associated with a division, bureau, and section. For example, the State Controller's Office Unit Code 65 could be CAFR Reporting under the Reporting Section, under the Reporting and Review Bureau, within the Division of Statewide Accounting. Another agency could have a Unit Code 65, but it would represent a unit unique to them.</p>

## APPROPRIATION

Query Item	Description
<b>AP BATCH DATE</b>	The eight-digit date that is part of the AP transaction id. The batch date often relates to the date the batch was entered or interfaced into STARS.
<b>AP BATCH NUMBER</b>	The three-digit batch number that is part of the AP transaction id. Batch numbers are generally assigned consecutively either by the agency or by the system.
<b>AP BATCH TYPE</b>	The one character batch type that is part of the AP transaction id. Batch types often signify the character of the transaction within a batch. For example, a batch type of 'J' may only include cash receipts.
<b>AP BUDGET FISCAL YEAR</b>	The four-digit year that relates to the year the appropriation was made that the expenditure is reducing. The budget fiscal year will only be different from the current fiscal year when the transaction is for a prior year encumbrance.
<b>AP GL PAIR ID</b>	<p>Each transaction code can have up to eight general ledger accounts associated with it, or four pairs. The GL pair ID indicates what pair of GLs is used on the transaction code.</p> <p>1 = GL pair 1 or 2 3 = GL pair 3 4 = GL pair 4</p>
<b>AP REVERSE IND</b>	One-character indicator on a transaction that determines if the AP posting should be reversed (debits become credits). Blank = do not reverse R = reverse
<b>AP TRANSACTION AMOUNT</b>	The amount on the transaction.
<b>AP TRANSACTION CODE</b>	Three-characters used to identify each individual transaction code that determine file posting, AP impact, edit indicators and data elements required on each transaction. (See STARS Transaction Code Decision Table 28 for a

**APPROPRIATION**

Query Item	Description
	complete listing of Transaction Codes.)
<b>AP TRANSACTION ID</b>	The combination of a one-digit entity code (always 1 for State of Idaho), three-digit agency code, eight-digit batch date, one-character batch type, three-digit batch number, five-digit sequence number and three-digit duplicate record indicator used to uniquely identify each transaction in STARS. This is commonly referred to as the audit trail.
<b>AP TYPE OF ACTIVITY</b>	The type of activity the transaction represents. For example, cash expenditures, encumbrances, original appropriation, etc.
<b>AP TYPE OF ACTIVITY ID</b>	A two-digit value assigned to each type of activity. For example, 01=Original Appropriation, 02=Prior Year Appropriation, etc.

**CALENDAR YEAR**

Query Item	Description
<b>CALENDAR DATE</b>	Current days date.
<b>DAY NUMBER</b>	Numeric day of week.
<b>DAY TEXT</b>	Text day of week. (Monday)
<b>JULIAN</b>	Only useful in report expressions, not for display.
<b>LAST DAY</b>	Last day of the week by day.
<b>LAST MONTH</b>	Last day of the month by date.
<b>MONTH LONG TEXT</b>	Month name text. (January)
<b>MONTH NUMBER</b>	Numeric month of the year. (01)
<b>MONTH TEXT</b>	Abbreviated text month. (Jan)
<b>MONTH YEAR</b>	Numeric month of the year with year number. (01-2006)
<b>QUARTER</b>	(Q1)
<b>QUARTER YEAR</b>	(Q1-2006)
<b>WEEK NUMBER</b>	Numeric week of the year. (01)
<b>WEEK YEAR</b>	Numeric week of the year with year number. (01-2006)
<b>YEAR NUMBER</b>	Numeric value of the year. (2006)

**CASH CONTROL**

Query Item	Description
<b>CC BATCH DATE</b>	The eight-digit date that is part of the CC transaction id. The batch date often relates to the date the batch was entered or interfaced into STARS.
<b>CC BATCH NUMBER</b>	The three-digit batch number that is part of the CC transaction id. Batch numbers are generally assigned consecutively either by the agency or by the system.
<b>CC BATCH TYPE</b>	The one character batch type that is part of the CC transaction id. Batch types

**CASH CONTROL**

Query Item	Description
	often signify the character of the transaction within a batch. For example, a batch type of 'J' may only include cash receipts.
<b>CC REVERSE IND</b>	One-character indicator on a transaction that determines if the CC posting should be reversed (debits become credits). Blank = do not reverse R = reverse
<b>CC TRANSACTION AMOUNT</b>	The amount on the transaction.
<b>CC TRANSACTION CODE</b>	Three-characters used to identify each individual transaction code (See STARS Transaction Code Decision Table 28 for a complete listing of Transaction Codes.)
<b>CC TRANSACTION ID</b>	The combination of a one-digit entity code (always 1 for State of Idaho), three-digit agency code, eight-digit batch date, one-character batch type, three-digit batch number, five-digit sequence number and three-digit duplicate record indicator used to uniquely identify each transaction in STARS. This is commonly referred to as the audit trail.
<b>CC TYPE OF ACTIVITY</b>	The type of activity the transaction represents. For example, receipts and collections, expenditures and disbursements, etc.
<b>CC TYPE OF ACTIVITY ID</b>	A two-digit value assigned to each type of activity. For example, 01=Beginning Balance, 02=Advances Received, etc.

**EMPLOYEE**

Query Item	Description
<b>AGE</b>	Employee's current age, based on current date and employee birth date.
<b>BANK DEP SW</b>	Value identifying whether an employee is on direct deposit. Value =Y when on direct deposit or Value =N when not on direct deposit, these employees will receive a paper warrant.
<b>BENEFIT ELIG DATE</b>	Date identifying when the employee is eligible for benefits. Format = Month Day, Year
<b>BIRTH DATE</b>	Date identifying the employee's date of birth. Format = Month Day, Year
<b>CITY</b>	The city where the employee resides.
<b>COUNT OF EMPLOYEE</b>	Lists a count of the employees that relate to the selected attribute.
<b>DEATH DATE</b>	Date Identifying the date of an employee's death.
<b>DENTAL ELIG IND</b>	Value identifying whether the employee is eligible for dental benefits. Value = E – Eligible or N = Not Eligible
<b>DENTAL OPT CODE</b>	Value identifying the employee's dental insurance option. NE NOT ELIGIBLE NW NOT WANTED T1 DELTA DENTAL EMPLOYEE PRE-TAX T2 DELTA EMPLOYEE & SPOUSE PRE T3 DELTA EMPLOYEE & CHILD PRE T4 DELTA EMP/SPOUSE & CHILD PRE T5 DELTA EMPLOYEE & CHILDREN PRE

**EMPLOYEE**

Query Item	Description
	T6 DELTA EMP/SPOUSE/CHLDRN PRE TA DELTA DENTAL EMPLOYEE POST-TAX TB DELTA EMPLOYEE & SPOUSE POST TC DELTA EMPLOYEE & CHILD POST TD DELTA EMP/SPOUSE & CHILD POST TE DELTA EMPLOYEE & CHILDREN POST TF DELTA EMP/SPOUSE/CHLDRN POST
<b>EEO CODE</b>	A general EEO code for the pay location that an employee is assigned to.
<b>EMPLOYEE ACTIVE FLAG</b>	Value indicating if an employee is Active or Not Active.
<b>EMPLOYEE NAME</b>	Employee full name in last name, first name, middle initial format.
<b>FED ADDL WITHHOLD AMT</b>	Value identifying the additional amount to be withheld for federal withholding. Format = 100000
<b>FED TAX EXEMPT CODE</b>	Value identifying whether an employee is exempt from federal taxes. Y = Employee is exempt N = Employee is not exempt and federal tax will be withheld from the employee's pay.
<b>FED TAX EXEMPTION</b>	Value identifying the number of exemptions for federal tax purposes. Format = 000, 001, 010
<b>FED TAX STATUS</b>	Value identifying the marital status for federal tax withholding purposes. M=Married S=Single X=Married, filing at the single rate
<b>FICA TAX EXEMPT CODE</b>	Value identifying whether an employee is exempt from FICA taxes Y = Employee is exempt N = Employee is not exempt and FICA tax will be withheld from the employee's pay.
<b>FIRST NAME</b>	Value identifying the employee's first name.
<b>GENDER</b>	Value identifying whether the employee is (M)-male or (F)-female.
<b>HEALTH ELIG IND</b>	Value identifying whether the employee is eligible for health benefits. Value = E – Eligible or N = Not Eligible
<b>HEALTH OPT CODE</b>	Value identifying the employee's health insurance option. NE Employee Not Eligible NW Not Wanted - Declined JA Bci PPO Employee Pre-Tax JB Bci PPO Emp/Spouse Pre-Tax JC Bci PPO Emp/Sps W/O Vsn Pre JD Bci PPO Emp & Child Pre-Tax JE Bci PPO Emp/Child W/O Vsn Pre JF Bci PPO Emp/Spouse/Child Pre JG BcPPO Emp/Sps/Chd W/O Vsn P JH Bci PPO Emp & Children Pre JI Bci PPO Emp/Chldn W/O Vsn Pre JJ Bci PPO Emp/Sps/Chldrn Pre JK BcPPO Emp/Sps/Cldn W/O Vsn P FA Bci Trad Employee Pre-Tax FB Bci Trad Emp/Spouse Pre-Tax FC Bci Trad Emp/Sps W/O Vsn Pre FD Bci Trad Emp & Child Pre-Tax FE Bci Trad Emp/Child W/O Vsn Pre

**EMPLOYEE**

Query Item	Description
	FF Bci Trad Emp/Spouse/Child Pre
	FG Bctrd Emp/Sps/Chd W/O Vsn Pre
	FH Bci Trad Emp & Children Pre
	FI Bci Trad Emp/Chldn W/O Vsn Pre
	FJ Bci Trad Emp/Sps/Chldrn Pre
	K Bctrd Emp/Sps/Cldn W/O Vsn Pre
	KA Bci PPO Employee Post-Tax
	KB Bci PPO Emp/Spouse Post-Tax
	KC Bci PPO Emp/Sps W/O Vsn Post
	KD Bci PPO Emp & Child Post-Tax
	KE Bci PPO Emp/Child W/O Vsn Post
	KF Bci PPO Emp/Spouse/Child Post
	KG BcPPO Emp/Sps/Chd W/O Vsn Po
	KH Bci PPO Emp & Children Post
	KI Bci PPO Emp/Chldn W/O Vsn Post
	KJ Bci PPO Emp/Sps/Chldrn Post
	KK BcPPO Emp/Sps/Cldn W/O Vsn Po
	GA Bci Trad Employee Post-Tax
	GB Bci Trad Emp/Spouse Post-Tax
	GC Bci Trad Emp/Sps W/O Vsn Post
	GD Bci Trad Emp & Child Post-Tax
	GE Bci Trad Emp/Child W/O Vsn Post
	GF Bci Trad Emp/Spouse/Child Post
	GG BcTrad Emp/Sps/Chd W/O Vsn Pos
	GH Bci Trad Emp & Children Post
	GI Bci Trad Emp/Chldn W/O Vsn Post
	GJ Bci Trad Emp/Sps/Chldrn Post
	GK BcTrad Emp/Sps/Cldn W/O Vsn Post
<b>LAST NAME</b>	Value identifying the employee's last name.
<b>LAST UPDATE DATE</b>	Date of last change to employee's record on IBIS.
<b>LATEST HIRE DATE</b>	System defaulted date identifying when the agency last hired the employee. Format = Month Day, Year (Defaults to the date value on POSITION EFF DATE)
<b>LIFE INS ELIG IND</b>	Value identifying whether the employee is eligible for life insurance benefits. Value = E – Eligible or N = Not Eligible
<b>LIFE INS OPT CODE</b>	Value identifying the employee's life insurance option. LB PARTICIPATING LEG UNDER 70 LC PARTICIPATING REGULAR EMP LM PARTICIPATING LEG OVER 70 NE EMPLOYEE NOT ELIGIBLE
<b>MIDDLE NAME</b>	Value identifying the employee's middle name. Will display an initial if that is what is on the employee's EIS record.
<b>ONLINE PAYSTUB IND</b>	Value identifying whether an employee chooses to view their pay stub online. Value = Y to view pay stub online or N to receive a paper stub.
<b>ORIGINAL HIRE DATE</b>	System defaulted date identifying when the employee was originally hired for state employment. Format = Month Day, Year (Defaults to the date value on POSITION EFF DATE)
<b>PAY GROUP</b>	Value identifying the payroll type of an employee. 01 - Bi-Weekly



**EMPLOYEE**

Query Item	Description
	06 – University 10 - Casual Labor 20 – Judicial
<b>PAY LOCATION</b>	Description of the Pay Location
<b>PAY LOCATION CODE</b>	Pay Locations are designated by a two or four digit code that an agency may have assigned to break the agency into specific areas for reporting and warrant distribution.
<b>RACE</b>	Title of employee's race
<b>RACE CODE</b>	Value identifying the employee's race.
<b>RET ELIG IND</b>	Value identifying whether the employee is eligible for retirement benefits. Value = E – Eligible or N = Not Eligible
<b>RET OPT CODE</b>	Value identifying the employee's retirement option. NE EMPLOYEE NOT ELIGIBLE R1 PARTICIPATING REG RETIREMENT R2 POLICE/FIRE R3 TEACHER/PROFESSOR R4 RECLASSIFIED/FORMER RET IND = 2 R5 DEPARTMENT OF EMPLOYMENT R6 JUDGE
<b>SSN</b>	Unique value identifying each employee. Currently the employee's Social Security Number is being used.
<b>STATE</b>	The state code where the Employee resides.
<b>STATE ADDL WITHHOLD AMT</b>	Value identifying the additional state tax amount an employee has requested to be withheld. Format = 100000
<b>STATE TAX EXEMPTION</b>	Value identifying the number of exemptions for state tax purposes. Format = 000, 001, 010
<b>STATE TAX EXEMPT CODE</b>	Value identifying whether an employee is exempt from state taxes Y = Employee is exempt N = Employee is not exempt and State Tax will be withheld from the employee's pay.
<b>STATE TAX STATUS</b>	Value identifying the marital status for state tax withholding purposes. M=Married S=Single X=Married, filing at the single rate
<b>STREET ADDRESS</b>	The employee's street address.
<b>TAXING STATE</b>	The employee's taxing state. The Alpha code for the state the employee <u>works</u> in.
<b>VETERAN STATUS</b>	Value identifying whether or not the employee is a veteran. Value = Y or N.
<b>VETERAN TYPE</b>	Title that identifies what type of veteran an employee is. (HCC table) EV OTHER ELIGIBLE VET NA NOT APPLICABLE ND NEWLY SEPARATED & SD NE NEWLY SEPARATED & EV NS NEWLY SEPARATED NV NEWLY SEPARATED & VV N1 NEW SEP & SD & VV N2 NEW SEP & EV & SD N3 NEW SEP & EV & VV

**EMPLOYEE**

Query Item	Description																		
	N4 NEW SEP & EV & SD & VV SD 30% OR MORE DISABLED VV VIETNAM-ERA VETERAN V1 SD & VV V2 EV & SD V3 EV & VV V4 EV & SD & VV																		
<b>VETERAN TYPE CODE</b>	Value identifying what type of veteran an employee is. (HCC table) EV OTHER ELIGIBLE VET NA NOT APPLICABLE ND NEWLY SEPARATED & SD NE NEWLY SEPARATED & EV NS NEWLY SEPARATED NV NEWLY SEPARATED & VV N1 NEW SEP & SD & VV N2 NEW SEP & EV & SD N3 NEW SEP & EV & VV N4 NEW SEP & EV & SD & VV SD 30% OR MORE DISABLED VV VIETNAM-ERA VETERAN V1 SD & VV V2 EV & SD V3 EV & VV V4 EV & SD & VV																		
<b>WORK CITY</b>	Title of the city where the employee works.																		
<b>WORK CITY CODE</b>	Value identifying the city where the employee works. Has been referred to as the assign location, some examples are: <table> <tr><td>ABER</td><td>ABERDEEN</td></tr> <tr><td>ACEQ</td><td>ACEQUIA</td></tr> <tr><td>AHSA</td><td>AHSAHKA</td></tr> <tr><td>ALBI</td><td>ALBION</td></tr> <tr><td>ALMO</td><td>ALMO</td></tr> <tr><td>AMER</td><td>AMERICAN FALLS</td></tr> <tr><td>AMMO</td><td>AMMON</td></tr> <tr><td>ARCO</td><td>ARCO</td></tr> <tr><td>ARIM</td><td>ARIMO</td></tr> </table>	ABER	ABERDEEN	ACEQ	ACEQUIA	AHSA	AHSAHKA	ALBI	ALBION	ALMO	ALMO	AMER	AMERICAN FALLS	AMMO	AMMON	ARCO	ARCO	ARIM	ARIMO
ABER	ABERDEEN																		
ACEQ	ACEQUIA																		
AHSA	AHSAHKA																		
ALBI	ALBION																		
ALMO	ALMO																		
AMER	AMERICAN FALLS																		
AMMO	AMMON																		
ARCO	ARCO																		
ARIM	ARIMO																		
<b>WORK COUNTY</b>	Title of the county where the employee works.																		
<b>WORK COUNTY CODE</b>	Value identifying the county where the employee works.																		
<b>WORK STATE</b>	Title of the state where the employee works.																		
<b>WORK STATE CODE</b>	Value identifying state where the employee works.																		
<b>WORKERS COMP CODE</b>	Identifies the Workers Comp Code associated with the attribute.																		
<b>ZIP CODE</b>	The zip code where the employee resides.																		

**EMPLOYEE POSITION**

<b>Query Item</b>	<b>Description</b>
<b>ADJUSTED ANNUAL SALARY</b>	Value that identifies the amount that will be paid during the contract period for an Annual salary Employee. Format \$999,999.99
<b>ANNUAL EQUIVALENT SALARY</b>	Value that identifies the YTD Annual Salary amount that is calculated using the current position information on the employee's record. Format: \$999,999.99
<b>APPT TITLE</b>	Title of the position appointment type combo.
<b>APPT TYPE COMBO</b>	Value that identifies the type of employee filling a Position. Contains the Emp-Status, Appt-Type and Employment-Type. (PTT table)
<b>CHANGE REASON CODE</b>	Value that identifies the basis for a change on an employee personnel action.
<b>CHANGE REASON TITLE</b>	Title of the basis for a change on an employee personnel action.
<b>CLASS CODE</b>	Value that identifies individual classifications per the Division of Human Resources. (CLS table) The class code is a five digit number. Classified Class Codes begin with a zero. Non-Classified Class Codes begin with any number other than zero. Each Class Code is assigned a specific Pay Grade and FLSA code.
<b>CLASS CODE TITLE</b>	Title of the value that identifies a specific classification. (CLS table)
<b>COMP ACCRUE SW</b>	Value that identifies whether an employee is eligible to accrue or be paid for overtime worked. Values: Y – Accrue N – Paid Note: This Switch works in conjunction with the FLSA Code
<b>CSS ACCRUE SW</b>	Indicates whether an employee accrues credited state service according to their leave schedule.
<b>CSS HOURLY ACC RATE</b>	The rate per hour that an employee accrues credited state service according to their leave schedule.
<b>CURRENT POSITION FLAG</b>	Value that identifies if the position is the employee's current position or if it is a historical record. Values: Current Historical
<b>DHR REGISTER NO</b>	Value that identifies the unique Number on a classified employee hiring register. Number is assigned by DHR. Can be Alpha-numeric and between one and eight characters.
<b>EAL ACCRUE SW</b>	Value that identifies whether an employee is eligible to accrue or receive pay for Earned Administrative Leave. Values: Y – Accrue N – Paid
<b>EMP FTE</b>	Value that identifies the percentage of months an employee is estimated to work in a fiscal year. Format: 9.99%
<b>EMP FTI</b>	Full time equivalent for employee's position. Combination of employee's pay period hours and FTE. If EMP PP HOURS greater than 80, then the FTI = EMP FTE. Otherwise (EMP PP HOURS /80) * EMP FTE.
<b>EMP PP HOURS</b>	Value that identifies the estimated number of hours an employee will work

**EMPLOYEE POSITION**

Query Item	Description
	per pay period. Format 99999.99
<b>EMPLOYEE PCN</b>	The position control number that assigned to an employee. Agency unique, numeric value assigned to each budgeted position.
<b>EMPLOYEE POSITION COUNT</b>	Lists a count of positions for an employee.
<b>FLSA CODE</b>	Value that identifies the FLSA code, which determines if an employee is eligible to be paid for their overtime and the rate they accrue or are paid. There is a set FLSA code related to each class code. FLSA = Fair Labor Standards Act Values: I = IT - Computer workers exempt P = Professional (Teachers, Attorneys, Nurses) <i>S = Paid for Compensatory Time with approval from the Board of Examiners*</i> . Can only be used with the MC change reason. X = Other Exempt (Fish culturists, farm managers) B = Administrative exempt D = Executive exempt J = IT - Computer Workers Exempt Q = Professional exempt C = Regular (40 hr / 7 day period) F = Firefighters (160 hr / 28 day period) F = Firefighters (204 hr / 27 day period) (Military Only) H = Hospital Employee (40 hr / 7 day period) L = Law Enforcement Personnel (160 hr / 28 day period) Z = Seasonal and Emergency Response Personnel N = Elected Officials, Directors, Etc A = Administrative (Work related to management policies) E = Executive (Department Chiefs)
<b>FLSA TITLE</b>	Title that describes the FLSA code. Values: C = Regular (40 hr / 7 day period) F = Firefighters (160 hr / 28 day period) F = Firefighters (204 hr / 27 day period) (Military Only) H = Hospital Employee (40 hr / 7 day period) L = Law Enforcement Personnel (160 hr / 28 day period) Z = Seasonal and Emergency Response Personnel N = Elected Officials, Directors, Etc A = Administrative (Work related to management policies) E = Executive (Department Chiefs) I = IT - Computer workers exempt P = Professional (Teachers, Attorneys, Nurses) <i>S = Paid for Compensatory Time with Approval from the Board of Examiners*</i> . Can only be used with the MC change reason. X = Other Exempt (Fish culturists, farm managers) B = Administrative exempt D = Executive exempt J = IT - Computer Workers Exempt Q = Professional exempt

**EMPLOYEE POSITION**

<b>Query Item</b>	<b>Description</b>
<b>HOLDBACK PERCENT</b>	Value that identifies the percentage of pay withheld from the employee's pay, to be paid at a later date. The Contract/Holdback is used to pay contract employees that do not work twelve months but are paid for twelve months. (Can be used only if Work-Type is CT (Contract)) Format: 9.9999%.
<b>LEAVE SCHEDULE CODE</b>	Value that identifies the code that represents the percentage rate an employee accrues sick leave, vacation leave and credited state service.
<b>LEAVE SCHEDULE TITLE</b>	Description of the leave schedule code that represents the percentage rate an employee accrues sick leave, vacation leave and credited state service.
<b>MAXIMUM PAY RATE</b>	Value that identifies the maximum pay rate an employee can be paid within their assigned pay grade.
<b>MINIMUM PAY RATE</b>	Value that identifies the minimum pay rate an employee can be paid within their assigned pay grade.
<b>OVERRIDE PAY RATE</b>	Value that identifies the rate of pay to be used instead of the employees current pay rate. Used in conjunction with Rate Override Start Date and Rate Override End Date. Format: \$999,999.99
<b>PAY GRADE</b>	Value that identifies the second code (Schedule, <u>Grade</u> , Step) used to establish the employee's pay rate. Alpha 'A' through 'X' if pay schedule is 'H' Two digit alpha-numeric or numeric if the pay schedule is other than 'H'
<b>PAY RATE</b>	Value that identifies the employee pay rate. Format: \$99.99
<b>PAY RATE IND</b>	Value that identifies the basis for an employee pay rate. Values: A = Annual D = Daily H = Hourly
<b>PAY RATE IND TITLE</b>	Description of the pay rate indicator code. Values: A = Annual D = Daily H = Hourly
<b>PAY SCHEDULE</b>	Value that identifies the first code ( <u>Schedule</u> , Grade, Step) used to establish the employee's pay rate. Values: H – Hay Schedule 0 – Non-Classified Schedule 3 – Military Schedule
<b>PAY STATUS</b>	Value that identifies the status of the employee filling the Position. Values: A = Active B = Inactive with Pay (Sabbatical / Suspension) C = Casual Labor I = Inactive without Pay T = Terminated X = Transfer to Other Agency

**EMPLOYEE POSITION**

<b>Query Item</b>	<b>Description</b>
<b>PAY STEP</b>	Value that identifies the third code (Schedule, Grade, <u>Step</u> ) used to establish the employee's pay rate. Must be coded when pay schedule is other than 'H'
<b>POLICY PAY RATE</b>	Value that identifies the policy pay rate for the employee's assigned pay grade.
<b>POSITION EFF DATE</b>	Value that identifies the action effective date. Format: Month day, year
<b>POSITION END DATE</b>	Value that identifies the pay period end date established by the Board of Examiners that an employee will return to their previous FLSA code or leave schedule. Used for the 'MC' change reason Format: Month day, year
<b>POSITION SEQ NO</b>	Value that identifies the sequence of the Position segment when an employee is active in more than one Position, or multiple actions are effective on the same date in history.
<b>PROCESS DATE</b>	Value that identifies when the action was processed. Format: Month day, year
<b>RATE OVERRIDE END DATE</b>	Value that identifies the effective date when the pay rate override ends. Format: Month, day, year
<b>RATE OVERRIDE START DATE</b>	Value that identifies the effective (Start) date of the pay rate override. Format: Month day, year
<b>RETRO ACTIVE DATE</b>	Value that identifies when the personnel action was suppose to be effective. For informational purposes only. Format: Month day, year
<b>SHIFT DIFFERENTIAL SW</b>	Value that identifies whether an employee is eligible to receive shift differential pay. Values: Y – Eligible N- Not Eligible
<b>SICK HOURLY ACC RATE</b>	The rate per hour that an employee accrues sick leave according to their leave schedule.
<b>SICK PAYPERIOD ACC RATE</b>	The rate per pay period that an employee accrues sick leave according to their leave schedule.
<b>SUFFIX CODE</b>	Value that identifies the type of employee filling a Position. (PPT Table) Will be an "N" unless the employee is an Agency Head or is under-filling a position. Values: N = Non-Applicable – employee is not an agency head or an under-fill. H = Agency Head U = Underfill

**EMPLOYEE POSITION**

<b>Query Item</b>	<b>Description</b>
<b>SUFFIX DESC</b>	Title identifying the type of employee filling a Position. (PPT table) Will be an "N" unless the employee is an Agency Head or is underfilling a position. Values: N = Non-Applicable – employee is not an agency head or an underfill. H = Agency Head U = Underfill
<b>TIMESHEET REQUIRED</b>	Value that identifies whether or not the system will generate hours to be paid or if a time sheet is required. Values: Y – time sheet required N – time sheet not required
<b>UNEMPLOYMENT SW</b>	Value that identifies whether or not unemployment insurance is calculated and taken as an employer deduction. Values: Y – Eligible N – Not Eligible
<b>VACATION HOURLY ACC RATE</b>	The rate per hour that an employee accrues vacation leave according to their leave schedule.
<b>VACATION MAX HOURS</b>	The maximum amount of vacation hours an employee may accrue according to their leave schedule.
<b>WORK TYPE CODE</b>	Value that identifies whether an employee works full-time or less than full-time. (WKS table) Values: CT – Contract FD - 28 Day Cycle (Firefighters) 27 Day Cycle (Military) FE - Elected Officials/Board Members (Pay Per Hrs=80 & FTE=100) FM - Full time 10 Hour Day (M-Th, Pay Per Hrs=80 & FTE=100) FS - Full Time Standard (Pay Per Hrs=80 & FTE=100) FT - Full Time 10 Hour Day (T-F, Pay Per Hrs=80 & FTE=100) PP - Part Time - not eligible for benefits PT - Part Time - eligible for benefits
<b>WORK TYPE TITLE</b>	Title that describes whether an employee works full-time or less than full-time. (WKS table) Values: CT – Contract FD - 28 Day Cycle (Firefighters) 27 Day Cycle (Military) FE - Elected Officials/Board Members (Pay Per Hrs=80 & FTE=100) FM - Full time 10 Hour Day (M-Th, Pay Per Hrs=80 & FTE=100) FS - Full Time Standard (Pay Per Hrs=80 & FTE=100) FT - Full Time 10 Hour Day (T-F, Pay Per Hrs=80 & FTE=100) PP - Part Time - not eligible for benefits PT - Part Time - eligible for benefits
<b>YTD ANNUAL SALARY AMT PAID</b>	Value that identifies the amount that has been paid to an Annual salary employee. Format: \$999,999.99
<b>YTD HOLDBACK AMT ACCRUED</b>	Value that identifies the YTD holdback amount accrued. Format: \$0.00

## FEDERAL FISCAL YEAR

Query Item	Description
<b>FEDERAL MONTH</b>	The number that identifies the month within the federal year. 1 – October 12 – September
<b>FEDERAL MONTH YEAR</b>	Identifies the month by number and the federal year.
<b>FEDERAL QUARTER</b>	Identifies the quarter within the federal year. Q1 – October through December Q2 – January through March Q3 – April through June Q4 – July through September
<b>FEDERAL QUARTER YEAR</b>	Identifies the quarter by number and the federal year.
<b>FEDERAL YEAR</b>	Identifies the federal year for STARS related reporting.

## FILTERS

Query Item	Description
<b>ACTIVE EMPLOYEE</b>	This filter will only select active employees with an active pay status ('A' 'I' or 'B') for a report.
<b>CURRENT POSITION</b>	This filter will select only the employee's current position information for a report.
<b>INACTIVE EMPLOYEE</b>	This filter will only select active employees with an in-active pay status ('T' or 'X') for a report.
<b>PRIOR MONTH</b>	This filter checks the system to determine the date, and reports only the activity for the month prior to the current date.
<b>PRIOR MONTH TO DATE</b>	This filter checks the system to determine the date, and reports the cumulative activity through the month prior to the current date.

## FUNDS

Query Item	Description
<b>EXPENDITURE DETAIL</b>	Title of the expenditure sub object detail.
<b>EXPENDITURE DETAIL CODE</b>	Two-digit number used to identify each individual expenditure sub object detail. Expenditure sub object details are agency specific. (See STARS Descriptor <a href="#">D11</a> Table for a complete listing of expenditure details.)
<b>EXPENDITURE OBJECT</b>	Title of the expenditure object.
<b>EXPENDITURE OBJECT CODE</b>	Four-digit number used to identify each individual expenditure object. (See STARS Descriptor <a href="#">D10</a> Table for a complete listing of expenditure objects.)
<b>EXPENDITURE SUB OBJECT</b>	Title of the expenditure sub object.



## FUNDS

Query Item	Description
<b>EXPENDITURE SUB OBJECT CODE</b>	Four-digit number used to identify each individual expenditures sub object. (See STARS Descriptor <a href="#">D10</a> Table for a complete listing of expenditure sub objects.)
<b>EXPENDITURE SUMMARY OBJECT</b>	Title of the expenditure summary object.
<b>EXPENDITURE SUMMARY OBJECT CODE</b>	Four-digit number used to identify each individual expenditure summary object. (See STARS Descriptor <a href="#">D10</a> Table for a complete listing of expenditure summary objects.)
<b>FUND</b>	The official title of the fund, generally as defined by Idaho Code.
<b>FUND CODE</b>	Four-digit code that identifies each fund in STARS, such as the General Fund. Funds are statewide codes. (See STARS Descriptor Table <a href="#">22</a> for a complete listing of fund codes.)
<b>FUND DETAIL</b>	The title of the fund detail code either defined by Idaho Code or an agency.
<b>FUND DETAIL CODE</b>	A two-digit code that identifies a sub-fund of a fund. An example is fund detail code 30, Marine Coverage under fund 0462, Retained Risk Account. Fund detail codes can be established by Idaho Code or by an agency. If used, fund detail codes are statewide codes.
<b>GRANT</b>	The title of the grant as defined by the agency.
<b>GRANT CAT NO</b>	An eight-character code that refers to the Catalog of Federal Domestic Assistance (CFDA), which classifies all federal grants.
<b>GRANT CODE</b>	Six-character code used to identify a unique grant within an agency. Each agency determines their own naming convention for grant codes. Grant codes are agency specific. (See STARS Grant Control Table <a href="#">29</a> for a complete listing of grant codes.)
<b>GRANT MGR</b>	The grant manager is generally the person responsible for the administration of the grant or grant phase. A grant manager may or may not be recorded.
<b>GRANT PH</b>	The title of the grant phase as determined by the agency.
<b>GRANT PH CODE</b>	A two-digit code used to identify a specific portion of a grant. Grants often cover multiple years and are administered in phases, such as road construction.
<b>GRANT TYPE</b>	A one-digit code that indicates the source of the grant. 1 = Federal Grant 2 = State Grant 3 = Other Grant
<b>PROJECT</b>	The title of the project as defined by the agency.
<b>PROJECT CAT NO</b>	An eight-character code that refers to the Catalog of Federal Domestic Assistance (CFDA), which classifies all federal grants.
<b>PROJECT CODE</b>	Six-character code used to identify a unique project within an agency. Each agency determines their own naming convention for project codes. Project codes are agency specific. (See STARS Project Control Table <a href="#">27</a> for a complete listing of project codes.)
<b>PROJECT MGR</b>	The project manager is generally the person responsible for the administration of the project or project phase. A project manager may or may not be recorded.
<b>PROJECT PH</b>	The title of the grant phase as determined by the agency.
<b>PROJECT PH CODE</b>	A two-digit code used to identify a specific portion of a project. Projects often cover multiple years and are administered in phases, such as road

## FUNDS

Query Item	Description
	construction.
<b>PROJECT TYPE</b>	A one-digit code that indicates whether this is a project or a work authorization. 1 = Other Project, used for projects not classified below 2 = Capital Project, used for capital projects 3 = Work Authorization to be billed by task 4 = Work Authorization 5 = External Project, used for projects performed on behalf of an external organization 6 = Sub grantee, used for sub grantee projects
<b>REVENUE DETAIL</b>	Title of revenue sub object detail code.
<b>REVENUE DETAIL CODE</b>	Two-digit number used to identify each individual revenue sub object detail. Revenue sub object details are agency specific. (See STARS Descriptor <a href="#">D35</a> Table for a complete listing of revenue objects.)
<b>REVENUE OBJECT</b>	Title of the revenue object.
<b>REVENUE OBJECT CODE</b>	Four-digit number used to identify each individual revenue object. (See STARS Descriptor <a href="#">D34</a> Table for a complete listing of revenue objects.)
<b>REVENUE SUB OBJECT</b>	Title of the revenue sub object.
<b>REVENUE SUB OBJECT CODE</b>	Four-digit number used to identify each individual revenue sub object. (See STARS Descriptor <a href="#">D34</a> Table for a complete listing of revenue sub objects.)
<b>REVENUE SUMMARY OBJECT</b>	Title of the revenue summary object.
<b>REVENUE SUMMARY OBJECT CODE</b>	Four-digit number used to identify each individual revenue summary object. (See STARS Descriptor <a href="#">D34</a> Table for a complete listing of revenue summary objects.)

## GL

Query Item	Description
<b>DEBIT/CREDIT</b>	The Transaction Code determines if a general ledger account will be debited or credited. The debit/credit indicator shows how the general ledger accounts are set up on the TC. The use of the reverse indicator is NOT taken into account. For example, a TC 101 normally debits cash (GL 1003) and credits revenue (GL 4100). The debit/credit indicator will be a debit for 1003 and a credit for 4100 regardless of whether the reverse indicator is used.
<b>GL ACCOUNT</b>	Title of the general ledger account.
<b>GL ACCOUNT NUMBER</b>	Four-digit number used to identify each individual general ledger account. (See STARS Descriptor D31 Table for a complete listing of general ledger account numbers.)
<b>GL AMOUNT</b>	The amount on the transaction.
<b>GL BATCH DATE</b>	The eight-digit date that is part of the GL transaction id. The batch date often relates to the date the batch was entered or interfaced into STARS.
<b>GL BATCH NUMBER</b>	The three-digit batch number that is part of the GL transaction id. Batch numbers are generally assigned consecutively either by the agency or by the system.
<b>GL BATCH TYPE</b>	The one character batch type that is part of the GL transaction id. Batch types often signify the character of the transaction within a batch. For example, a

**GL**

Query Item	Description
	batch type of 'J' may only include cash receipts.
<b>GL CASH RELATED IND</b>	One character indicator that determines if the transaction impacts cash. The non-cash GL will have the indicator. N = transaction does not impact cash Y = transaction impacts cash
<b>GL CATEGORY</b>	A two-digit number used for classification of general ledger accounts when building a Balance Sheet or Statement of Net Assets. (See STARS Descriptor D12 Table for a complete listing of general ledger categories.)
<b>GL CLASS</b>	A two-digit number used for classification of general ledger accounts when building a Balance Sheet or Statement of Net Assets. General ledger account classes are reported within categories. (See STARS Descriptor D13 Table for a complete listing of general ledger classes.)
<b>GL PAIR ID</b>	Each transaction code can have up to eight general ledger accounts associated with it, or 4 pairs. The GL pair ID indicates what pair of GLs is used on the transaction code. 1 = GL pair 1 or 2 4 = GL pair 4
<b>GL REVERSE IND</b>	One character indicator on a transaction that determines if the GL posting should be reversed (debits become credits). Blank = do not reverse R = reverse
<b>GL TRANSACTION CODE</b>	Three-characters used to identify each individual transaction code that determine file posting, GL impact, edit indicators and data elements required on each transaction. (See STARS Transaction Code Decision Table 28 for a complete listing of Transaction Codes.)
<b>GL TRANSACTION ID</b>	The combination of a one-digit entity code (always 1 for State of Idaho), three-digit agency code, eight-digit batch date, one-character batch type, three-digit batch number, five-digit sequence number and three-digit duplicate record indicator used to uniquely identify each transaction in STARS. This is commonly referred to as the audit trail.
<b>PAYROLL HOURS</b>	If the transaction relates to payroll, these are the number of hours paid for a specific earnings code.

**LEAVE BALANCES**

Query Item	Description
<b>8MO CREDITED STATE SERVICE HOURS</b>	Total hours a temporary employee has worked for an agency. Format=9999.9 Maximum 1,385 hours.
<b>8MO TEMP DATE</b>	Start date of eight month assignment.
<b>AGY CREDITED STATE SERVICE HOURS</b>	Total hours an employee has worked for an agency. Format=9999999.99
<b>CREDITED STATE SERVICE HOURS</b>	Total hours an employee has worked for the State. Format=9999999.99
<b>EAL BALANCE HOURS</b>	Earned administrative leave for a specific agency. Format=99999.99
<b>ON CALL BALANCE HOURS</b>	Balance of total on call hours accrued for a specific agency. Format=99999.99
<b>PRIOR 6MO COMP BALANCE HOURS</b>	Prior six month balance of total comp time hours accrued for a specific agency. Format=999.99

**LEAVE BALANCES**

Query Item	Description
<b>SICK LEAVE BALANCE HOURS</b>	Statewide sick leave balance hours.
<b>TOTAL COMP HOURS</b>	Balance of total comp time hours accrued for a specific agency. Format=999.99
<b>VAC LEAVE BALANCE HOURS</b>	Statewide vacation leave balance hours.

**POSITION CONTROL**

Query Item	Description
<b>PCN</b>	Agency unique, numeric value assigned to each budgeted position. All positions within the state of Idaho, classified or non-classified, have a unique four digit number. Agencies are responsible for selecting which numbers they want to use in identifying each position. The PCN is used as an identifier on EIS forms and in IPOPS.
<b>PCN BUDGETED BENEFIT AMT</b>	Value identifying the benefit amount budgeted for this position for the current fiscal year. Format=999999999.99
<b>PCN BUDGETED HOURS</b>	Value identifying work hours budgeted for this position for the current fiscal year. Format=999999.99
<b>PCN BUDGETED SALARY AMT</b>	Value identifying the salary budgeted for this position for the current fiscal year. Format=999999999.99
<b>PCN CHANGE RSN CODE</b>	Value identifying the change reason of a position. 10 SET UP 20 UPDATE 24 BUDGET 25 RECLASS 90 DELETE 91 REACTIVATE 22 SYSTEM GENERATED 25 SYSTEM GENERATED 26 SYSTEM GENERATED 80 SYSTEM GENERATED 81 SYSTEM GENERATED
<b>PCN CHANGE RSN DESC</b>	Title of the value identifying the change reason of a position. 10 SET UP 20 UPDATE 24 BUDGET 25 RECLASS 90 DELETE 91 REACTIVATE 22 SYSTEM GENERATED 25 SYSTEM GENERATED 26 SYSTEM GENERATED 80 SYSTEM GENERATED 81 SYSTEM GENERATED

**POSITION CONTROL**

<b>Query Item</b>	<b>Description</b>
<b>PCN CLASS CODE</b>	Value identifying the classification of a position. (CLS table)
<b>PCN CLASS DESC</b>	Title of the classification of a position. (CLS table)
<b>PCN COUNT</b>	Lists a count of the PCNs that relate to the selected attribute.
<b>PCN DIST PCT</b>	Value identifying the percentage of the total dollars to be distributed to a specific or any combination of Index/PCA/Project, Project Phase/Grant. Can occur up to 26 times
<b>PCN EFFECTIVE DATE</b>	Value identifying when an action becomes effective.
<b>PCN ESTABLISH DATE</b>	Date the position was established.
<b>PCN FISCAL YEAR</b>	The fiscal year for a PCN. This should be selected for Position Control and reporting.
<b>PCN FTE PCT</b>	Value identifying the percentage of months this position will be filled in a fiscal year. Format=9.9999
<b>PCN FTP</b>	Full Time Equivalent Positions A means of counting position totals when different amounts of time or hours worked are involved. For example, two half time positions and one full time position both reflect 1.00 FTP. FTP = Position Pay Period Hours divided by 80 (not to exceed 1.00) x Percent of Year x Distribution Percent. FTP will not be calculated for Deleted or Group Positions.
<b>PCN PAY LOCATION</b>	Title of the pay location.
<b>PCN PAY LOCATION CODE</b>	Value identifying where the position is located within the agency. (ORG table)
<b>PCN PP HOURS</b>	Value identifying the number of hours expected to be worked in a pay period. Format=9999.9
<b>PCN STATUS CHANGE DATE</b>	Value identifying the date of the last status change on a position.
<b>PCN STATUS CODE</b>	There are three possible status codes that identify the status of the PCN. F = Filled V = Vacant D = Deleted
<b>PCN TYPE CODE</b>	Identifies the type of position: Classified: CR – Regular Staff CL – Limited CS - Seasonal Non-Classified: NR – Regular Staff NG – Group Employees NX – Casual Labor Group Employees
<b>PCN TYPE DESC</b>	Description of PCN type code. Classified: CR – Regular Staff CL – Limited CS – Seasonal Non-Classified: NR – Regular Staff NG – Group Employees NX – Casual Labor Group Employees

## POSITION CONTROL FISCAL YEAR

Query Item	Description
<b>PCN FISCAL YEAR</b>	The fiscal year for a PCN. This should be selected for Position Control and reporting.

## PROGRAM

Query Items	Description
<b>ACTIVITY</b>	The title of the activity as defined by the agency.
<b>ACTIVITY CODE</b>	A two-digit number used to identify each activity within a function. An activity is a lower level detail of a function and is agency specific. The Division of Financial Management approves activities. (See STARS Descriptor <a href="#">D16</a> Table for a complete listing of activities.)
<b>ELEMENT</b>	The title of the element as defined by the agency.
<b>ELEMENT CODE</b>	A three-digit number used to identify each element within a program. An element is a lower level detail of a program and is agency specific. The Division of Financial Management approves elements. (See STARS Descriptor <a href="#">D18</a> Table for a complete listing of elements.)
<b>FUNCTION</b>	The title of the function as defined by the agency.
<b>FUNCTION CODE</b>	A two-digit number used to identify each function within an agency. A function is a lower level detail of an objective and is agency specific. The Division of Financial Management approves functions. (See STARS Descriptor <a href="#">D15</a> Table for a complete listing of functions.)
<b>PCA</b>	Title of the PCA as defined by an agency.
<b>PCA LEVEL 1</b>	Title of the PCA level 1 as defined by the agency.
<b>PCA LEVEL 1 CODE</b>	A five-digit number used to associate multiple PCAs for a common reporting purpose. (See STARS Descriptor <a href="#">D19</a> Table for a complete listing of PCA Level 1 Codes.)
<b>PCA NO</b>	A five-digit number used to identify the lowest programmatic reporting category for an agency. PCAs are agency specific and are used as a coding reduction tool for data entry purposes. PCAs can look up all of the previously defined program structure, funds, indexes, grants, projects, etc. (See STARS PCA Code Table <a href="#">26</a> for a complete listing of PCA numbers.)
<b>PROGRAM</b>	The title of the program as defined by the agency.
<b>PROGRAM CODE</b>	A three-digit number used to identify each program within an activity. A program is a lower level detail of an activity and is agency specific. The Division of Financial Management approves programs. (See STARS Descriptor <a href="#">D17</a> Table for a complete listing of programs.)
<b>STATE GOAL</b>	Title of the state goal.
<b>STATE GOAL CODE</b>	Two-digit number used to identify each state goal. The Division of Financial Management defines state goals. (See STARS Descriptor <a href="#">D71</a> Table for a complete listing of state goals.)
<b>STATE OBJECTIVE</b>	Title of the state objective.
<b>STATE OBJECTIVE CODE</b>	Two-digit number used to identify each state objective. Objectives are more detailed programs under state goals.

## PROGRAM

Query Items	Description
	The Division of Financial Management defines state objectives. (See Stars Descriptor <a href="#">D72</a> Table for a complete listing of state objectives.)

## PROJECTED PAYROLL BUDGET

Query Item	Description
<b>CURRENT BUDGET</b>	Y indicates projected budget is for current fiscal year.
<b>FTI</b>	Full time equivalent for incumbent employee. Combination of employee's pay period hours and FTE from the employee's position. If EMP PP HOURS greater than 80, then the FTI = EMP FTE. Otherwise (EMP PP HOURS /80) * EMP FTE.
<b>PAY PERIODS</b>	Number of pay periods paid in the current fiscal year.
<b>PAY PERIODS REMAINING</b>	Number of pay periods left to be paid in the current fiscal year.
<b>PROJECTED DENTAL COSTS</b>	Calculated dental insurance costs for the remainder of the fiscal year. 905 Dental Ins Amount * percent of the year remaining.
<b>PROJECTED DHR</b>	Calculated DHR fees for the remainder of the fiscal year. 905 DHR Rate * PROJECTED SALARY
<b>PROJECTED HEALTH COSTS</b>	Calculated health insurance costs for the remainder of the fiscal year. 905 Health Ins Amount * percent of the year remaining.
<b>PROJECTED LIFE INSURANCE</b>	Calculated life insurance costs for the remainder of the fiscal year. 905 Life Ins Rate * PROJECTED SALARY
<b>PROJECTED RETIREMENT COST</b>	Calculated retirement costs for the remainder of the fiscal year. 905 Retirement Rate * PROJECTED SALARY
<b>PROJECTED SALARY</b>	Calculated salary for the pay periods remaining to be paid in the fiscal year. Based on incumbent's pay rate and pay period hours. No projections for vacant or group positions. Formula: Annual pay rate = PAY RATE * percent of the year remaining. Hourly pay rate = (PAY RATE * EMP PP HOURS) * PAY PERIODS REMAINING. Daily pay rate = (PCN BUDGETED SALARY AMT * percent of the year remaining.
<b>PROJECTED SICK LEAVE</b>	Calculated unused sick leave costs for the remainder of the fiscal year. 905 Unused Sick Rate * PROJECTED SALARY
<b>PROJECTED SSDI</b>	Calculated FICA SSDI costs for the remainder of the fiscal year. 905 FICA SSDI Rate * PROJECTED SALARY
<b>PROJECTED SSHI</b>	Calculated FICA SSHI costs for the remainder of the fiscal year. 905 FICA SSHI Rate * PROJECTED SALARY
<b>PROJECTED UNEMPLOYMENT</b>	Calculated unemployment costs for the remainder of the fiscal year. 905 Unemployment Rate * PROJECTED SALARY
<b>PROJECTED WORKER COMP</b>	Calculated workers comp costs for the remainder of the fiscal year. Agency Worker Comp Rate (910 Table) * PROJECTED SALARY

**STATE FISCAL YEAR**

Query Item	Description
<b>FISCAL MONTH</b>	The number that identifies the month within the fiscal year. 1 – July 12 – June
<b>FISCAL MONTH YEAR</b>	Identifies the month by number and by fiscal year.
<b>FISCAL QUARTER</b>	Identifies the quarter within the fiscal year. Q1 – July through September Q2 – October through December Q3 – January through March Q4 – April through June
<b>FISCAL QUARTER YEAR</b>	Identifies the quarter by number and the fiscal year.
<b>FISCAL YEAR</b>	Identifies the fiscal year for STARS related reporting.

**SUBSIDIARY**

Query Item	Description
<b>SF GL ACCOUNT</b>	Title of the subsidiary account.
<b>SF GL ACCOUNT NUMBER</b>	Four-digit number used to identify each individual general ledger account. (See STARS Descriptor D31 Table for a complete listing of general ledger account numbers.)
<b>SF GL AMOUNT</b>	The amount on the transaction.
<b>SF REVERSE IND</b>	One character indicator on a transaction that determines if the GL posting should be reversed (debits become credits). Blank = do not reverse R = reverse
<b>SF SUBSIDIARY ACCOUNT NUMBER</b>	Seven-digit number used to identify each individual subsidiary account number. All subsidiary accounts provide more detail to a specific general ledger account.
<b>SF TRANSACTION CODE</b>	Three-characters used to identify each individual transaction code that determine file posting, GL impact, edit indicators and data elements required on each transaction. (See STARS Transaction Code Decision Table 28 for a complete listing of Transaction Codes.)
<b>SF TRANSACTION ID</b>	The combination of a one-digit entity code (always 1 for State of Idaho), three-digit agency code, eight-digit batch date, one-character batch type, three-digit batch number, five-digit sequence number and three-digit duplicate record indicator used to uniquely identify each transaction in STARS. This is commonly referred to as the audit trail.



**VENDOR AND OTHER INFO**

<b>Query Item</b>	<b>Description</b>
<b>BUDGET FISCAL YEAR</b>	The four-digit year that relates to the year the appropriation was made that the expenditure is reducing. The budget fiscal year will only be different from the current fiscal year when the transaction is for a prior year encumbrance.
<b>CAPITALIZE IND</b>	One-character used to identify transactions that will be interfaced to FAS. S = Statewide Asset A = Agency Asset I = Inventoriable Asset F = Force Transaction to FAS W = Work in Progress
<b>CURRENT DOC NO</b>	Up to eight-characters used by agencies to identify individual transactions within a batch. Agencies determine their own methodology for assigning document numbers.
<b>CURRENT DOC NO SUFFIX</b>	Two-digits used to identify multiple transactions within a document.
<b>DMI</b>	One-character used to determine warrant-printing format, sort, and distribution information as defined by the agency.
<b>DOCUMENT DATE</b>	A date generally used to identify the date a transaction was created.
<b>EARNINGS BENEFIT CODE</b>	The earnings or deduction code that describes the payroll expenditure. For example, payment could be made for actual hours, vacation time, sick leave, etc.
<b>FACILITY</b>	Four-digits optionally used for informational purposes as defined by an agency. Facility codes may represent a geographical or physical location or a portion of a program, but they can be used for any purpose.
<b>GAAP INDICATOR</b>	One-character used to identify transactions that are accrual in nature and must be tracked for CAFR reporting.
<b>INVOICE DESCRIPTION</b>	Up to 30-characters used for information purposes, generally of a descriptive nature.
<b>INVOICE NUMBER</b>	Up to 14-characters used for informational purposes, generally relates to a vendor invoice or account number.
<b>LOCATION</b>	Six-digits optionally used for informational purposes as defined by an agency. Location codes may represent a geographical or physical location but they can be used for any purpose.
<b>PCN NO</b>	The Position Control Number entered on STARS payroll transaction.
<b>PROCESS DATE</b>	The eight-digit system date that indicates when the transaction processed through the application. The system date is frequently different than the effective date and the batch date.
<b>PROPERTY NUMBER</b>	10-characters used to identify transactions related to fixed assets. A property number generally relates to a property record in FAS.
<b>PROPERTY NUMBER SUFFIX</b>	Two-digits used to identify multiple transactions for a property number.
<b>REFERENCE DOC NO</b>	Up to eight-characters used to reference an existing document, such as an encumbrance, or may be used by agencies for informational purposes.
<b>REFERENCE DOC NO SUFFIX</b>	Two-digits used to identify multiple transactions within a referenced document.
<b>SECOND AGENCY CODE</b>	When two agencies process transactions between each other, the second agency code is a two-digit code used to identify the non-originating agency code of the transaction.
<b>TASK</b>	Four-digits optionally used for informational purposes as defined by an agency. Task codes may represent a portion of a program, but they can be

**VENDOR AND OTHER INFO**

Query Item	Description
	used for any purpose.
<b>VENDOR ADDRESS 1</b>	Up to 40-characters used to identify the address of the vendor.
<b>VENDOR BUSINESS NAME</b>	Up to 40-characters used to identify the business name of the vendor. For example, the vendor name might be John Smith and the business name could be Smith's Taxi Service.
<b>VENDOR CITY</b>	Up to 29-characters used to identify the city of the vendor.
<b>VENDOR NAME</b>	Up to 40-characters used to identify the name of the vendor.
<b>VENDOR NUMBER</b>	Nine-characters used to identify each individual vendor. Generally an EIN or SSN. (See STARS Vendor Edit Table <a href="#">21</a> for a complete listing of vendors.)
<b>VENDOR NUMBER SUFFIX</b>	Two-characters used to identify a subset of a vendor for multiple addresses or multiple individuals using the same federal reporting number.
<b>VENDOR STATE</b>	Two-characters used to identify the state of the vendor.
<b>VENDOR ZIP</b>	Five-digits used to identify the zip code of the vendor.
<b>VENDOR ZIP 4</b>	Four-digits used to identify the zip + four code of the vendor.
<b>WARRANT NUMBER</b>	Nine-digits used to identify each unique warrant or EFT.

**WARRANT INFORMATION**

Query Item	Description
<b>ISSUE DATE</b>	The date the accounting system assigns the warrant when processed through the warrant process.
<b>PRIOR STATUS CODE</b>	Value describing the previous warrant status.
<b>PRIOR STATUS DESCRIPTION</b>	Description of the previous warrant status code.
<b>PROCESS DATE</b>	Date when changes are made to a warrant transaction.
<b>STATUS CODE</b>	Value describing the current status of a warrant or EFT.
<b>STATUS DESCRIPTION</b>	Description of the current warrant status code.
<b>WARRANT DMI</b>	One-character used to determine warrant-printing format, sort, and distribution information as defined by the agency.
<b>WARRANT NO</b>	Nine-digits used to identify each unique warrant or EFT.
<b>WRITTEN DATE</b>	The date that the warrant is physically printed.